PONY

سلسلة كتب الأستاذ

ICT

November Revision

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1st Preparatory

First Term

November Revision ① Summary

Lesson 5 Electronic Mail (Email)

Definition:

» **Email:** It is a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.

Key Points:

» **Components of an Email Address:**

1. Username 2. @ Symbol 3. Domain name

» **Advantages of Using Email:**

- Speed
- Ease
- Free cost in most cases
- Diversity
- Reliability
- Digital services

» **Drawbacks of Using Email:**

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

» **Providers of Email Services:**

- Gmail
- Yahoo email
- Hotmail/Outlook

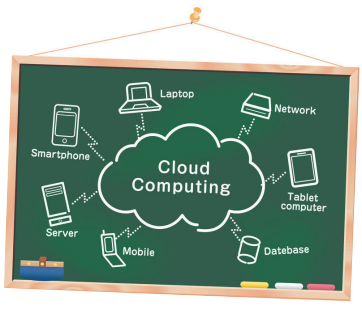
» **Creating an Email on Google:**

- You need a Google Account to access Gmail and other Google services, such as: Google Meet, Google Docs, Google Drive, and YouTube.

» **Sign Out of Gmail:**

- Click and choose 'Sign out'

Lesson 6 Cloud Computing



Definition:

» **Cloud Computing:** It is a model for providing digital services over the Internet, such as:

- Cloud Storage: It is used for storing files and folders online.
- Software Service: It is used for making applications available online.
- Resource Sharing: It is used for sharing and exchanging files over the Internet.

Key Points:

Benefits of Cloud Computing:

1. Ease of access: Services are available without high-spec hardware.
2. Service availability: You can access data, files, and applications from anywhere with the Internet.
3. Reducing material costs: There is no need for software licenses or high-spec hardware.

Areas of Using Cloud Computing in Daily Life:

1. Communication:
   - **Email:** Gmail, Outlook, and Yahoo Mail
   - **Social Networking:** Facebook, Twitter, and Instagram
   - **Messaging Services:** WhatsApp and Telegram
2. Computer Storage:
   - **File Storage:** Google Drive and OneDrive
   - **Data Backup:** Cloud backup services
3. Producing Projects:
   - **Word Processing:** Google Docs and Microsoft Word Online
   - **Spreadsheets:** Google Sheets and Microsoft Excel Online
4. Education:
   - **E-learning Platforms:** Ministry of Education Platform
   - **Collaboration Tools:** Google Classroom and Microsoft Teams
5. Entertainment:
   - **Video Streaming:** YouTube
   - **Video Games:** Online cloud platforms
   - **Music Services:** Cloud music services

6 Other Areas:

- **Online Shopping:** E-commerce sites
- **Online Banking:** It is used for money transfer and bill payments.
- **Healthcare Services:** They are used for storing medical records.

Data Processing and Storage in Cloud Computing:

1. Data collection
2. **Data transfer:** To cloud data centers
3. Data processing
4. Data storage
5. Data management
6. Data access

Requirements to Obtain Cloud Computing Services:

1. A computer or mobile phone
2. An Internet browser or application
3. Internet connection
4. An account with a Cloud Service Provider

Famous Cloud Computing Service Providers

Lesson 7 Google Meet and Project Management

Definition:

Google Meet: It is a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

Key Points:

You can access Google Meet:

- From PC: via the link https://meet.google.com
- From your mobile: Download the "Google Meet" app from the Google Play Store.

Creating a Meeting:

- Instant Meeting: Click "New meeting" > "Start an instant meeting".
- Scheduled Meeting: Click "Create a meeting for a later time".
- Joining a Meeting: Click the meeting link and wait for the organizer's approval.
- During a Meeting:
- Turn off the microphone when not speaking.
- Raise your hand when you want to speak.

- Use the "In-call messages" icon to send messages to participants.
- Click the "Share Screen" icon to share your screen with participants.

- To Stop Sharing: Click "Stop Sharing" in the Google Meet window.

November Revision 2 Questions

1 Choose the correct answer:

1 Email is a ..... .
- a. manual communication system
- b. digital communication system
- c. direct communication system
- d. virus system

2 Through email, you can ..... .
- a. delete files
- b. use cloud computing applications
- c. install programs
- d. print files

3 One of the most important uses of email is to ..... .
- a. scan papers
- b. share information
- c. cyberbully
- d. delete files on your device

4 One of the advantages of using email is ..... .
- a. the speed of sending and receiving messages
- b. spam
- c. fraud
- d. viruses

5 Email is considered ..... .
- a. one of the direct communication tools
- b. one of the indirect communication tools
- c. a manual communication system
- d. a text file

6 One of the disadvantages of using email is the ..... .
- a. speed
- b. cost
- c. ease
- d. hacking

7 Email service providers include ..... .
- a. Gmail
- b. Paint
- c. Google Docs
- d. YouTube

8 To get one of the Gmail services, you must create a ..... .
- a. text file
- b. Google Account
- c. presentation file
- d. Google Meet

9 To log out of your Gmail account, click on the "....." icon.

a. Sign in b. Sign out c. Shutdown d. Sign up

10 Cloud computing is known as a model for providing ..... .

a. presentations

b. digital services over the Internet

c. Google Docs

d. Google Classroom

11 We use cloud word processing programs, such as ..... .

a. Google Docs b. Google Sheets

c. Google Classroom d. Google Cloud Platform

12 We use cloud spreadsheets, such as ..... .

a. Google Docs b. Google Sheets

c. Google Classroom d. Google Cloud Platform

13 The computer storage service is used for ..... .

a. storing files and folders locally on the computer

b. storing files and folders over the Internet

c. sharing and exchanging files

d. Google Classroom

14 The software and application services over the Internet are used for ..... .

a. enabling the use of software and applications over the Internet

b. enabling the use of software and applications without the Internet

c. sharing and exchanging files locally

d. email services

15 The service of sharing electronic resources via cloud computing is known as ..... .

a. computer storage

b. email sharing

c. sharing files and folders locally on the computer

d. sharing and exchanging files with others over the Internet

16 Communication is one of the areas of using cloud computing in daily life, and is done through ..... .

a. email
b. Google Drive
c. computer storage
d. Google Sheets

17 Services for storing, sharing, and accessing files at any time and from anywhere are called ..... .

a. emails
b. software and applications
c. computing storage
d. Google Sheets

18 We use cloud collaboration tools, such as ..... .

a. Google Docs
b. Google Sheets
c. Google Classroom
d. Google Cloud Platform

19 The most famous cloud computing service providers are ..... .

a. Google Docs
b. Google Sheets
c. Google Classroom
d. Google Cloud Platform

20 Google Meet is a/an ..... .

a. audio-only service
b. voice-only service
c. storage service
d. video conferencing service

21 To access the Google Meet service, you must have a/an ..... .

a. Yahoo account
b. Google account
c. bank account
d. electronic wallet

22 Through ..... you can make calls, group video, share screens, and chat.

a. Google Account
b. Google Docs
c. Google Meet
d. Google Drive

23 The Google Meet application is considered one of the ways of ..... communication.

a. indirect
b. direct
c. slow
d. difficult

24 One of Google Meet features is ..... .

a. sharing screens
b. talking at any time
c. indirect communication
d. slow communication for audio and video

25 To express your opinion in an organized manner during a Google Meet meeting, you can ..... .

a. click on the meeting link
b. click on the hand icon
c. talk at any time
d. exit before the end of the meeting

26 One of the general rules that must be followed during the meeting is ..... .

a. talking at any time
b. listening, hearing, and turning off the microphone
c. giving the meeting link to anyone
d. leaving before the end of the meeting

27 To invite others to a Google Meet meeting, you must send them ..... .

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

28 To create a meeting next week through Google Meet, you should choose ..... .

a. Start an instant meeting
b. Create a meeting for a later time
c. Stop sharing the presentation
d. Sharing screens

29 If you have been invited to a Google Meet meeting, to join the meeting, you must click on ..... .

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

30 To express your opinion in an organized manner during a Google Meet meeting, you can ..... .

a. speak at any time
b. leave before the meeting ends
c. send a message
d. stop sharing the presentation

31 When you are invited to a meeting through a link, you should ..... .

a. not send the meeting link to others
b. speak without permission
c. send the meeting link to anyone
d. leave the meeting

32 When you finish showing your screen during the meeting, you should ..... .

a. not send the meeting link to others
b. talk without permission
c. click "Stop sharing the presentation"
d. share the screen

33 To organize a Google Meet meeting, when speaking, you should ..... .

a. speak at any time
b. raise your hand
c. leave the meeting
d. send the meeting link to others

34 To help keep the sessions organized, you should talk and intervene in an organized and smooth manner, and ..... .

a. leave the meeting
b. listen to the speaker
c. speak at any time
d. open the microphone

35 Which of these is NOT a free email service provider?

a. Gmail
b. Yahoo Mail
c. Outlook
d. Google Meet

36 You can change the interface language in Gmail from settings icon, ...

a. Trash folder
b. Inbox
c. General menu
d. Profile picture

37 Online shopping is an example of using cloud computing for ..... .

a. data processing
b. entertainment
c. e-commerce
d. data storage

38 The first step in cloud data processing is ..... .

a. data storage
b. data collection
c. data management
d. data access

39 If you want to schedule a meeting for a later time, you should click on ..... .

a. "Start now"
b. "Create a meeting for later"
c. "Join meeting"
d. "End meeting"

40 Cloud-based word processing programs include ..... .

a. Google Sheets
b. Microsoft Word Online
c. Adobe Photoshop
d. Excel Online

2 Put (✓) or (✗):

1. YouTube is one of the email service providers. ( )
2. To get one of Gmail services, you must create a Google account. ( )
3. Usability is one of the advantages of using email. ( )
4. Email is considered a manual communication. ( )
5. Exchanging messages and attachments is one of the important usages for email. ( )
6. Sending an email to one or more in one message isn't allowed. ( )
7. Spam messages is one of the disadvantages of using email. ( )
8. Email is considered a direct communication tool. ( )
9. Gmail is an email service provider. ( )
10. To logout from a Gmail account, press on the "Sign in" icon. ( )
11. A username is a unique name, a special name, and not taken by others. ( )
12. Software and application services provided via the Internet are known as sharing and exchanging files locally. ( )
13. Storing, sharing, and accessing files services anytime anywhere is called cloud computing. ( )
14. Cloud computing is known as a model to design databases. ( )
15. Google Docs is an example of word processing cloud computing programs. ( )
16. Cloud storage services involve saving files and folders locally on your computer device. ( )
17. Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the Internet. ( )
18. To access the Google Meet service, you must have a bank account. ( )
19. When you get invited to attend a Google Meet meeting, an invitation link must be sent to you. ( )
20. Through Google Docs, you can make video conference calls, chat, and share your screen. ( )

21 To express your ideas in an organized way during a Google Meet meeting, you can click the “Raise Hand” icon. ( )

22 Google Meet is considered a way of direct communication. ( )

23 Sending and receiving messages through email is very quick. ( )

24 One of the advantages of email is the speed of sending and receiving messages. ( )

25 Email is free in most cases. ( )

26 Email can be hacked by hackers. ( )

27 To log out of your Gmail account, click on the "Sign out" icon. ( )

28 During a Google Meet, you should mute the mic when not speaking. ( )

29 One of the Google Meet features is sharing your screen. ( )

30 The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. ( )

31 To access the Google Meet service, you must have a bank account. ( )

32 The “Stop sharing” option in Google Meet is used to end the screen sharing during a meeting. ( )

33 Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. ( )

34 The Google Meet application is one of the methods of direct communication. ( )

35 In Google Meet, you can click on the meeting link and wait until the organizer approves your request. ( )

36 The username is located at the end of the email address. ( )

37 The username is the email server that hosts the email account where your email is stored. ( )

38 YouTube is one of the email service providers. ( )

39 You must create a Google Account to access Gmail services. ( )

3 Complete the following sentences:

1. ..... is sending and receiving messages over the Internet.
2. ..... is one of the email service providers.
3. To log out of your Gmail account, click on the "....." icon.
4. ..... is used to exchange messages and attachments.
5. ..... is one of the indirect communication methods and the most commonly used around the world.
6. ..... is one of the cloud computing services providers.
7. ..... is storing files and folders over the Internet.
8. The Internet is one of the requirements for ..... .
9. ..... is a video conferencing service.
10. To use Google Meet, you need to have a ..... .

Answers

1

1 b	2 b	3 b	4 a
5 b	6 d	7 a	8 b
9 b	10 b	11 a	12 b
13 b	14 a	15 d	16 a
17 c	18 c	19 d	20 d
21 b	22 c	23 b	24 a
25 b	26 b	27 b	28 b
29 b	30 c	31 a	32 c
33 b	34 b	35 d	36 c
37 c	38 b	39 b	40 b

2

1 ✗	2 ✓	3 ✓	4 ✗
5 ✓	6 ✗	7 ✓	8 ✗
9 ✓	10 ✗	11 ✓	12 ✗
13 ✓	14 ✗	15 ✓	16 ✗
17 ✓	18 ✗	19 ✓	20 ✗
21 ✓	22 ✓	23 ✓	24 ✓
25 ✓	26 ✓	27 ✓	28 ✓
29 ✓	30 ✗	31 ✗	32 ✓
33 ✓	34 ✓	35 ✓	36 ✗
37 ✗	38 ✗	39 ✓	

3

1 Email
2 Gmail (or Yahoo Mail or Outlook)
3 Sign out
4 Email
5 Email
6 Google Cloud Platform
7 Cloud storage
8 Cloud computing
9 Google Meet
10 Google Account